

Carleton University
Winter 2021
Pauline Jewett Institute of Women's and Gender Studies

WGST4800A/4801A/5902A: *Practicum/Internship*
Location: Online, blended
Wednesdays 11:35am-2:25pm

Instructor: Megan Rivers-Moore
Email: Megan.RiversMoore@Carleton.ca
Office Hours: Wednesdays 1:30-2:30pm

Course Description:

Our practicum (WGST4800A/4801A/5902A) gives students an opportunity to work alongside professionals in either a governmental, non-governmental, community-based, or non-profit organization. Practicum students will have hands-on experience working on social justice issues. Students in the practicum course will commit to spend eight hours a week for 12 weeks working for the partner organization, for a total of 96 hours. They will also attend four two-hour class meetings, for a total of eight additional hours.

Course Objectives:

This is a course where students will learn to apply their knowledge pertaining to women's and gender studies in a policy- or practice-oriented work environment. Students will be evaluated on their ability to connect theory and practice in a variety of ways: through written diaries documenting gains in experiential knowledge, supervisor's evaluations, and class participation.

Course Format:

This course will be delivered primarily asynchronously, with a few synchronous components. All course materials (course handbook, assignment details, and dropboxes for assignments) will be available on cuLearn.

A note about patience, flexibility, compassion, and kindness in difficult times

This course is being delivered online because of the very unusual circumstances we are living in currently. Many of us are juggling housing and food precarity, job loss, irregular computer and internet access, medical emergencies, care-giving exhaustion, and deep grief. Delays, missed deadlines, technological snafus, and mistakes are to be expected. Students and professors are facing new and unforeseen circumstances. We are all committed to doing the best that we can. I ask that we all do our best to extend each other patience, flexibility, compassion, and kindness as we navigate this situation together.

Evaluation at a glance:

cuPortfolio	30%
Workshop participation	15%
Midterm placement evaluation	20%
End of term placement evaluation	25%
Final presentation	10%

Evaluation in detail:

cuPortfolio (40%)

Students will use cuPortfolio to reflect upon their experiences throughout the term. The portfolio will include four reflective journal entries, a CV and a cover letter.

Due dates:

January 20 (initial reflection)

February 24 (CV and Cover letter)

March 3 (midterm reflection)

March 24 (interview workshop reflection)

April 14 (final reflection).

Entries should be 2-3 paragraphs long and will ask students to think about their practicum placements in relation to the learning outcomes for the course. Detailed prompts for the reflections and the CV and cover letter can be found on cuLearn.

Synchronous Workshop Participation (15%)

1. Wednesday January 13: Welcome and Orientation (5%)
2. Wednesday February 10: CV and Cover Letter Workshop (5%)
3. Wednesday March 10: Preparing for an Interview Workshop (5%)

Midterm placement evaluation 20%

Field supervisors will be asked to provide a midpoint evaluation, to help students understand any areas of improvement to focus on in the second half of the term.

End of term placement evaluation 25%

Field supervisors will give a final evaluation to provide direction for future professional growth and development.

Final Presentations (10%)

On Wednesday April 14 students will be asked to prepare a 15-minute Powerpoint presentation for the final class to share some of their experiences and learning from their practicum placement. Students will be expected to reflect on how they applied what they learned in other classes to their practicum placement. These presentations will help students celebrate their hard work throughout the term and learn from one another.

PLEASE NOTE: Further details about the practicum/internship can be found in the WGST Practicum Handbook on the cuLearn site for this course

FINAL GRADES – undergraduate students

In accordance with the Carleton University Undergraduate Calendar, the letter grades assigned in this course will have the following percentage equivalents:

A+= 90-100; A= 85-89; A-=80-84;
B+=77-79; B=73-76; B-=70-72;
C+=67-69; C=63-66; C-=60-62;
D+=56-59; D=53-56; D-=50-52;
F= Below 50

University rules regarding registration, withdrawal, appealing marks, and most anything else you might need to know can be found on the university's website, here:
<http://www.carleton.ca/cu0708uc/regulations/acadregsuniv.html>

General Academic Regulations of the University can be found here:
<http://calendar.carleton.ca/undergrad/regulations/academicregulationsoftheuniversity>

FINAL GRADES – graduate students

The Pauline Jewett Institute of Women's and Gender Studies considers a B- to be the minimum grade for a course credited toward the Master's degree.

UNDERSTANDING YOUR GRADES AS A GRADUATE STUDENT:

A+ = 90-100 Excellent
A = 85-89; A- = 80-84 Good
B+ = 77-79; B = 73-76 Adequate
B- = 70-72 Poor
Below B- = Failure

Please note: All final grades for undergraduate and graduate students are subject to approval of the Dean.

Email Policy and Etiquette:

Emails will be returned within two business days (48 hours, excluding weekends and holidays). Only emails from official Carleton University email addresses will be answered. Please include your full name, student number, and course code in the email. Please use full sentences and formal language.

Academic Accommodation

You may need special arrangements to meet your academic obligations during the term. For an accommodation request the processes are as follows:

Pregnancy obligation: write to me with any requests for academic accommodation during the first two weeks of class, or as soon as possible after the need for accommodation is known to exist. For more details see the [Student Guide](#)

Religious obligation: write to me with any requests for academic accommodation during the first two weeks of class, or as soon as possible after the need for accommodation is known to exist. For more details see the [Student Guide](#)

Academic Accommodations for Students with Disabilities: The Paul Menton Centre for Students with Disabilities (PMC) provides services to students with Learning Disabilities (LD), psychiatric/mental health disabilities, Attention Deficit Hyperactivity Disorder (ADHD), Autism Spectrum Disorders (ASD), chronic medical conditions, and impairments in mobility, hearing, and vision. If you have a disability requiring academic accommodations in this course, please contact PMC at 613-520-6608 or pmc@carleton.ca for a formal evaluation. If you are already registered with the PMC, contact your PMC coordinator to send me your Letter of Accommodation at the beginning of the term, and no later than two weeks before the first in-class scheduled test or exam requiring accommodation (if applicable). After requesting accommodation from PMC, meet with me to ensure accommodation arrangements are made. Please consult the PMC website: <https://carleton.ca/pmc/> for the deadline to request accommodations for the formally-scheduled exam (if applicable).

Survivors of Sexual Violence

As a community, Carleton University is committed to maintaining a positive learning, working and living environment where sexual violence will not be tolerated, and where survivors are supported through academic accommodations as per Carleton's Sexual Violence Policy. For more information about the services available at the university and to obtain information about sexual violence and/or support, visit: <https://carleton.ca/equity/sexual-assault-support-services>

Accommodation for Student Activities

Carleton University recognizes the substantial benefits, both to the individual student and for the university, that result from a student participating in activities beyond the classroom experience. Reasonable accommodation must be provided to students who compete or perform at the national or international level. Write to me with any requests for academic accommodation during the first two weeks of class, or as soon as possible after the need for accommodation is known to exist. <https://carleton.ca/senate/wp-content/uploads/Accommodation-for-Student-Activities-1.pdf>

PLAGIARISM

The University Senate defines plagiarism as “presenting, whether intentional or not, the ideas, expression of ideas or work of others as one’s own.” This can include:

- reproducing or paraphrasing portions of someone else's published or unpublished material, regardless of the source, and presenting these as one's own without proper citation or reference to the original source;
- submitting a take-home examination, essay, laboratory report or other assignment written, in whole or in part, by someone else;
- using ideas or direct, verbatim quotations, or paraphrased material, concepts, or ideas without appropriate acknowledgment in any academic assignment;
- using another's data or research findings;
- failing to acknowledge sources through the use of proper citations when using another's works and/or failing to use quotation marks;
- handing in "substantially the same piece of work for academic credit more than once without prior written permission of the course instructor in which the submission occurs."

Plagiarism is a serious offence, which cannot be resolved directly with the course's instructor. The Associate Deans of the Faculty conduct a rigorous investigation, including an interview with the student, when an instructor suspects a piece of work has been plagiarized. Penalties are not trivial. They can include a final grade of "F" for the course.

Read more about academic integrity here:

<https://carleton.ca/registrar/academic-integrity/>